

TREASURY DOCUMENTATION**Subject**

Conflict of Interest, Disclosure and Divestiture

For

EMPLOYEE HANDBOOK

Also SeeET-03016; Civil Service
Commission Rule 2-8**Identification**PT-03022
Procedure**Effective**

5-1-2003

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Replaces

PT-03022 (11-1-95)

WHO	WHEN	ACTION
Appointing Authority		<ol style="list-style-type: none"> 1. Provides all new employees copy of form 1887 DISCLOSURE OF FINANCIAL OR PERSONAL INTEREST and this Procedure. 2. Provides current employee copy of 1887 upon request.
Employee		<ol style="list-style-type: none"> 3. Reviews Michigan Civil Service Commission Rule (CS Rule) 2-8.3 Disclosure, Ethical Standards and Conduct, on the Civil Service Web page to determine if employee or member(s) of employee's immediate family have financial or personal interests in a business or entity which may constitute a conflict of interest for the employee. <p>Notes: "Immediate family" is defined as an employee's grandparent, parent, parent-in-law, stepparent, sibling, spouse, child or stepchild.</p> <p>"Financial interest or holdings in a business or entity" is defined as sole ownership, joint ownership, directorship or policy-making position, or stock or bondholder whether owned solely, jointly or as a member of a group.</p> <p>"Personal interest" is defined as employment in a business or entity or the ability to substantially influence the activities of a business or entity.</p>
	Within 15 Days	<ol style="list-style-type: none"> 4. Completes 1887, disclosing any such interests, and forwards to Human Resources (HR) Division.
	Within 10 Days After Any Changes	<ol style="list-style-type: none"> 5. If any changes in financial or personal interests occur, reports changes on 1887 and forwards to HR.

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WHO	WHEN	ACTION
Employee (cont.)		<p>6. In the event of a change in employment which may create a conflict of interest, completes 1887 and forwards to HR.</p> <p>7. If given any assignment which constitutes or may appear to reflect a conflict of interest or personal involvement (i.e., assignment to an account, audit, assessment, collection or other Treasury business involving him/herself, relative(s), friends(s), acquaintance(s), or former spouse), requests relief from assignment from Supervisor.</p> <p>Note: The Department will make a reasonable effort to ensure that financial information disclosed by an employee under this Procedure will remain confidential, will not be a part of the employee's personnel file, and will not be disclosed to persons other than those authorized to make appropriate determinations of conflict of interest, unless it must be made available in a contested case.</p>
State Treasurer or Designated Representative		<p>8. Reviews all 1887's to determine if any employee has conflict of interest.</p> <p>9. Notifies employee of any conflict of interest and of any required divestment.</p> <p>10. Provides a hearing for any employee who wishes to appeal divestment decisions.</p> <p>11. Allows 30 days for employee to accomplish divestment, with good-cause extension to avoid unusual hardship.</p> <p>12. Notes the following:</p> <p>A. No employee will be subject to discipline under CS Rules for conflict disclosed as a result of the adoption of CS Rule 2-8 if such conflict was not otherwise prohibited.</p>

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Employee (cont.)		<p>12. B. Any employee found to be in conflict of interest as a result of the initial disclosure required by implementation of CS Rule 2-8 will be given reasonable time to eliminate such interest. Refusal to eliminate such conflict of interest is subject to appropriate disciplinary action by the Appointing Authority.</p> <p>C. Any interest, financial or personal, acquired subsequent to the initial certification of procedures promulgated to implement CS Rule 2-8 will not be subject to the "Forgiveness Clause" of these procedures.</p> <p>D. All employees have access to the Statewide Grievance Procedure if they desire to carry an appeal beyond the Department.</p>

End